

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Regular Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
September 18, 2018
7:00 P.M.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational,
and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL Jason Dhing, Gloria Guerrero, Andrew Yam and David Barron

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the special meeting of August 28, 2018
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

a. RECEIPT AND EXPENDITURE REPORT:

Monthly Expenditure Summary Report by Object as prepared by Management Services

b. TRUST AND AGENCY ACCOUNT REPORT:

Monthly report on Balances in Library Trust and Agency Accounts

c. LIBRARY FINES REPORT:

Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

NEW BUSINESS

6. MIGRATION TO CLOUD-BASED SERVER

Presentation of proposal to change the library's computer storage and servicing from a server based system to a cloud based system. This includes library asset acquisition; collections; catalog search; and patron records (including loans and fines).

It is recommended that the Library Board of Trustees consider:

- (1) Approving this proposal; and
- (2) Take such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

ADJOURNMENT

The next meeting is scheduled for October 16, 2018 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: September 18, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the special meeting of August 28, 2018; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

NoneP

Respectfully submitted by:



Diana Garcia
Acting City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. August 28, 2018 special meeting minutes

ATTACHMENT 1

Minutes

Special Meeting

August 28, 2018

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Special Meeting**

August 28, 2018

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, August 28, 2018 at 7:00 p.m.

CALL TO ORDER:

Trustee Dhing called the meeting to order at 7:05 P.M.

FLAG SALUTE:

Trustee Guerrero led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

Jason Dhing, Gloria Guerrero, Andrew Yam and David M. Barron

ALSO PRESENT:

Diana Garcia, Acting City Librarian; Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

PUBLIC COMMUNICATIONS: None

1. ORAL AND WRITTEN COMMUNICATIONS:

None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of July 17, 2018

Trustee Dhing noted that on page 5 of the minutes from July 17, 2018, there is a statement that he brought the architect/space management consultant to the library. In actuality, she has frequented the library on her own and they talked about her impressions of the library's spaces and possible advice based her experiences.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of July 17, 2018 as amended.

MOTION:

Moved by Trustee Guerrero and seconded by Trustee Barron.
Motion carried by the following vote:

AYE:	Trustees Dhing, Guerrero, Yam and Barron
NO:	None
ABSTAIN:	None
ABSENT:	None

Trustee Dhing asked if there has been feedback from residents regarding the library having to close Fridays. Acting City Librarian Garcia stated that the decision of the City Council was well-known and the closure had been well-publicized, so although the public was disappointed, they have accepted the necessity. There has been no strong, angry reaction. Trustee Yam noted that his contacts on the Youth Council agree – there is no animosity towards the library for the closure. They are grateful that the library remains open on Sundays as that is better for them. Trustee Barron agreed that if the library had to close on Sundays or cut more popular services, there would be more public outcry. Acting City Librarian Garcia stated that there has been a healthy discussion on Next Door about the closure and a small but vocal contingent is discussing Measure LL, funding and library hours.

Trustee Guerrero asked if there had been complaints about the switch of the popular film program presented by Foster Hirsch from Sunday to Tuesday night. Acting City Librarian Garcia said that there was a full house and the program was very successful. She noted that there had been some concern beforehand, but this proves that good programming will draw an audience.

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

Trustee Dhing asked if it would be possible to reach out to the donors of the restricted trust account 0075 450 0075 08230 – including Francisco Alonso and Rita Valenzuela – in order to use the funds for purposes to be determined to benefit the library. Acting City Librarian Garcia noted that the library's book budget had not been decreased from the previous year but staffing had been greatly affected. Trustee Dhing noted that the ability to purchase/maintain/upgrade technology/computers/equipment had been impacted as well. Administrative Secretary Kishida noted that to her knowledge, only the funds donated by Rita Valenzuela had been originally earmarked for a project (that had not come to fruition) – the remaining donations were not tied to any particular intention. Trustee Guerrero stated that Francisco Alonso had always been very supportive of the library. Trustee Barron suggested that he and Trustee Guerrero approach Mr. Alonso on the matter. Administrative Secretary Kishida reminded the Library Board members that fundraising was the purview of the Library Foundation and Friends of the Library, not the Library Board, but Trustees could approach as individuals. Trustee Yam asked if approval from the donors was necessary. Trustee Dhing considered it more of a courtesy.

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION:	Moved by Trustee Yam and seconded by Trustee Guerrero.
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Motion carried by the following vote:

AYE:	Trustees Dhing, Guerrero, Yam and Barron
NO:	None
ABSTAIN:	None
ABSENT:	None

4. CITY LIBRARIAN'S REPORT:

Acting City Librarian Garcia reported on developments in the library which occurred since the written report was submitted to the Library Board:

As of early August, the overhead mounted projectors have finally been installed in the Friends Room, Computer Lab and Large and Small Classrooms. Bluetooth speakers were also added in Friends Room. This was a Capital Improvements Project for the library originally started FY 2016-17. Staff and patrons have been very happy with the upgrades which allow the library to seamlessly project presentations and movies in the library's meeting and programming spaces.

The library also installed speakers in the Storytime Room. These were donated by one of Trustee Dhing's clients. The speakers are a useful and necessary addition with super-sized storytime crowds of up to 140 people.

The library also had to replace the HVAC unit that controls the heating, ventilation and air conditioning in the LAMP area, especially the Large Classroom. The work was done on Friday, August 10 when the library was closed, which was fortunate timing considering a crane had to be used to get the unit to the roof and the installation was noisy. The replacement was not budgeted and the unit was not under warranty.

Regarding staffing, recruitment for part-time Library Page closed with 50 applicants. Testing will occur on August 28, with interviews scheduled the week of September 10. Recruitment for the full-time Library Technician position will close on August 31. Currently there are over 120 applicants but screening will weed out those not fully qualified. Recruitment for the full-time Adult Literacy Coordinator will close September 21. The position has been publicized amongst the California library community via listservs (electronic mailing lists) and Facebook groups. Special effort has been made to promote the listing with bilingual professionals via the Asian Pacific American Library Association and REFORMA (Association for Library Services to the Spanish Speaking).

The library is currently working with Recreation and Community Services to plan and produce a new Halloween event for the City. The **Monster Mash and Movie Bash** will be held on Friday, October 26 from 5- 8:30 pm at the Barnes Park Amphitheater and will feature trick or treating, carnival games and a movie. The program will extend the library's programming by pooling resources with Recreation. Traditionally the library holds a very popular Halloween Carnival attended by over 200 children, teens and caregivers, well over the capacity of the Friends Room. Partnering with Recreation will allow staff to serve many more families and to provide additional

entertainment. The program will be advertised via *Cascades*, Twitter and MPK-TV, as well as within the library and at schools via delivery of the library brochure. The Library Foundation has agreed to sponsor public showing rights for the movie as well as to purchase glowing safety necklaces for trick or treating. The library is working with City Cable Television Producer Randy Ishino to create a library public service announcement video to be shown before the movie.

Trustee Barron asked if the library had approached service clubs for financial or volunteer assistance with this event. Acting City Librarian Garcia stated that she will be asking members of the Junior Friends, Library Foundation and Friends of the Library to be involved but she has not approached service clubs yet. The library will have an outreach booth providing promotional materials about the library. Children's staff and Teen Librarian Darren Braden are the most involved. Trustee Yam asked that as planning progresses, the Library Board be kept updated.

Trustee Yam noted that the Board report included the impact of Friday closure staff schedules especially in conjunction with holidays and asked if there had been developments there. Acting City Librarian Garcia stated that the issue was that the City allows employees to work a maximum of 40 hours per pay week. If there is a holiday, staff have to make up hours within the time allotted – for Labor Day, this means working 31 hours within three days unless an employee chooses to use personal accrued leave for some of that time. The library/City is offering employees the opportunity to start work earlier to make up needed hours without having to use personal accrued leave. For now this solution is working out. In the future, the situation might be addressed again.

Trustee Barron asked if part-time staff are losing hours because of the closure. Acting City Librarian Garcia stated that supervisors try to have part-time staff work a different schedule so they do not lose hours. Part-time employees do not work 40 hours per pay week – that only applies to full-time staff.

Trustee Barron asked if the library publicizes the new citizens who have been helped through the citizenship application and interview process via LAMP. Administrative Secretary Kishida stated that the names are given to the Recreation and Community Services Department to be recognized at the City's Fourth of July celebration.

5. PRESIDENT'S REPORT:

Trustee Dhing reported that he had participated in National Night Out on August 7 and was pleased to see the library present with a booth. He noted that children clearly recognized and was happy to see the library staff member who was working – it was nice to see that type of relationship had developed and that residents know library staff. Acting City Librarian Garcia agreed that library staff – especially Children's staff – are recognized by residents and are almost local celebrities.

6. HOURS OF OPERATION POLICY:

Acting City Librarian Garcia stated that the Library Board was being asked to approve the revised Hours of Operation policy reflecting the Friday closure. Trustee Barron asked if this was premature as incoming revenue from developments might allow the library to reopen. Trustee Yam stated that the Friday closure was a decision made by the City Council. The policy must reflect the current state of the library. If the hours of operation change later, the policy can be updated again at that time. Acting City Librarian Garcia agreed that the policy must reflect current hours but could be revised later.

Action Taken: The Library Board of Trustees approved the revised Hours of Operation Policy with the provision that the policy be reviewed again mid-year when the City Council has more information on incoming revenue to see if there is a possibility that the hours could be revised.

MOTION: Moved by Trustee Barron and seconded by Trustee Yam.
Motion carried by the following vote:

AYE:	Trustees Dhing, Guerrero, Yam and Barron
NO:	None
ABSTAIN:	None
ABSENT:	None

7. SPACE MANAGEMENT CONSULTATION:

Trustee Dhing reported that he has spoken to Tammy Sam, the architect/space management consultant that he knows, and she is willing to discuss her offer of a free consultation. Ms. Sam lives in Monterey Park and was just appointed to the Design Review Board. She wants to volunteer to help give back to the City. All agreed that it was a good idea and acknowledged that they did not necessarily have to adopt her suggestions. Acting City Librarian Garcia said that she would talk to library staff and get their comments. She will schedule a meeting with Ms. Sam and take her on a tour of the library from staff's perspective. Trustee Barron said that the consultant should also get input from patrons and the Library Board. Trustee Yam asked that once Ms. Sam meets with staff, she then come to the Board.

Action Taken: The Library Board of Trustees directed Acting City Librarian Garcia to contact Tammy Sam and set up a meeting regarding her consulting for the library.

MOTION: Moved by Trustee Guerrero and seconded by Trustee Yam.
Motion carried by the following vote:

AYE:	Trustees Dhing, Guerrero, Yam and Barron
NO:	None
ABSTAIN:	None
ABSENT:	None

ANNOUNCEMENTS/BOARD COMMUNICATIONS:

Trustee Barron stated that he would like to place on a future meeting agenda the topic of the Library Board's role in the process of hiring a City Librarian. He would like to invite the City's Human Resources Director to attend and discuss this with the Trustees. It was decided that Trustee Dhing in his role as President of the Library Board should approach the City Manager and Human Resources Director regarding this matter.

Trustee Yam reported that in regards to the project he undertook in conjunction with East Los Angeles College's Dream Resource Center (which provides support for undocumented students, DACA recipients and other students at the college), flyers have been completed and will be delivered to the library. Acting City Librarian Garcia stated that she thought that this was a great idea as the library's mission is to connect people with information. She hoped that someone from the program could speak to library staff so staff would have more information to provide to patrons. Trustee Yam agreed that it would be good to present a program on the subject at the library.

Trustee Yam noted that he was aware that actress Lisa Lu, now appearing in the immensely popular movie *Crazy Rich Asians* and who was also featured in the film *The Joy Luck Club*, is the former mother-in-law of Monterey Park resident and frequent community activist Shirley Hwong. He wanted to request that the library invite Ms. Lu to speak and discuss the films and the Asian American experience. He noted that *Crazy Rich Asians* explores Asian and Asian American cultures, bridges generational gaps and is drawing a new audience to the theaters. Trustee Dhing offered to speak to Ms. Hwong to see if she could facilitate this.

On that subject, Trustee Dhing acknowledged Lisa Duong, who donated a set of the *Crazy Rich Asians* book trilogy. He had also donated a copy, so the library has extra copies of these popular materials to offer to the public.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:21 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: September 18, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, the Trust and Agency Account Report and Library Fines Report for August 2018.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A blue ink signature of Diana Garcia, consisting of a stylized 'D' followed by a horizontal line.

Diana Garcia
Acting City Librarian

Prepared by:

A blue ink signature of Gwen Kishida, consisting of a stylized 'G' followed by a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for August 2018
2. Trust and Agency Account Report for August 2018
3. Library Fines Report for August 2018

ATTACHMENT 1
Receipt and Expenditure Report
August 2018

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 08/01/2018 TO 08/31/2018

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	181,356.00-	22,262.79	36,441.26	0.00	144,914.74-	20.1 0010
11300 PART TIME SALARIES	39,240.00-	3,922.97	7,860.05	0.00	31,379.95-	20.0 0010
11500 SEPARATION BENEFITS	13,853.00-	1,154.42	2,308.80	0.00	11,544.20-	16.7 0010
12200 LIFE INSURANCE	515.00-	0.00	78.00	0.00	437.00-	15.2 0010
12300 MEDICAL INSURANCE	16,228.00-	0.00	2,704.52	0.00	13,523.48-	16.7 0010
12350 MEDICARE INSURANCE	2,635.00-	379.71	642.75	0.00	1,992.25-	24.4 0010
12370 PART TIME RETIREMENT	2,936.00-	0.00	0.00	0.00	2,936.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	121.90	243.87	0.00	243.87	0.00 0012
12400 DENTAL INSURANCE	1,221.00-	0.00	203.36	0.00	1,017.64-	16.7 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	553.20	0.00	2,765.80-	16.7 0010
12600 RETIREMENT	57,519.00-	7,311.68	14,083.55	0.00	43,435.45-	24.5 0012
12750 CITY 401 PLAN	0.00	50.00	50.00	0.00	50.00	0.00 0010
12900 LONG TERM DISABILITY	792.00-	0.00	132.00	0.00	660.00-	16.7 0010
12950 VISION PLAN	436.00-	0.00	72.64	0.00	363.36-	16.7 0010
Object 1000 Total	320,050.00-	35,480.05	65,374.00	0.00	254,676.00-	20.4
21350 OTHER OFFICE SUPPLIES	5,306.00-	610.98	610.98	0.00	4,695.02-	11.5 0010
22150 CLEANING & SANITATION SUPPLIE	12,000.00-	52.52	52.52	0.00	11,947.48-	0.4 0010
Object 2000 Total	17,306.00-	663.50	663.50	0.00	16,642.50-	3.8
31700 DATA PROCESSING	10,531.00-	803.00	1,606.00	0.00	8,925.00-	15.3 0010
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	900.00-	582.40	657.40	0.00	242.60-	73.0 0010
32150 TECHNOLOGY CHARGES	10,000.00-	833.33	1,666.70	0.00	8,333.30-	16.7 0010
32200 POSTAGE	1,000.00-	32.43	57.34	0.00	942.66-	5.7 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	0.00	0.00	1,500.00-	0.0 0010
33200 CONFERENCES/SEMINARS	2,000.00-	225.00	225.00	0.00	1,775.00-	11.3 0010
36100 ELECTRICITY	102,421.00-	0.00	10,318.70	0.00	92,102.30-	10.1 0010
36200 GAS SERVICE	7,379.00-	26.81	57.90	0.00	7,321.10-	0.8 0010
38100 REPAIRS & MTC BUILDINGS	15,000.00-	179.94	179.94	0.00	14,820.06-	1.2 0010
38400 R&M MACHINERY AND EQUIPMENT	15,000.00-	0.00	0.00	13,000.00	2,000.00-	86.7 0010
39250 PRINTING & DUPLICATING	2,500.00-	342.13	342.13	0.00	2,157.87-	13.7 0010
39300 DUES/MEMBERSHIPS	3,500.00-	0.00	0.00	0.00	3,500.00-	0.0 0010
Object 3000 Total	174,231.00-	3,025.04	15,111.11	13,000.00	146,119.89-	16.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2018 TO 08/31/2018

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND

DEPARTMENT: 6001	TOTAL	511,587.00-	39,168.59	81,148.61	13,000.00	417,438.39-	18.4
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CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2018 TO 08/31/2018

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	251,568.00-	18,875.99	37,471.38		0.00	214,096.62-	14.9 0010
11300 PART TIME SALARIES	19,545.00-	775.67	1,551.34		0.00	17,993.66-	7.9 0010
11500 SEPARATION BENEFITS	14,430.00-	1,202.50	2,405.00		0.00	12,025.00-	16.7 0010
12200 LIFE INSURANCE	936.00-	0.00	156.00		0.00	780.00-	16.7 0010
12300 MEDICAL INSURANCE	37,799.00-	0.00	6,299.80		0.00	31,499.20-	16.7 0010
12350 MEDICARE INSURANCE	3,990.00-	282.55	557.36		0.00	3,432.64-	14.0 0010
12370 PART TIME RETIREMENT	977.00-	0.00	0.00		0.00	977.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	31.03	62.06		0.00	62.06	0.00 0012
12400 DENTAL INSURANCE	2,160.00-	0.00	379.96		0.00	1,780.04-	17.6 0010
12500 WORKERS COMPENSATION	3,319.00-	276.58	553.20		0.00	2,765.80-	16.7 0010
12600 RETIREMENT	79,801.00-	5,964.81	14,525.93		0.00	65,275.07-	18.2 0012
12750 CITY 401 PLAN	650.00-	100.00	200.00		0.00	450.00-	30.8 0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	198.00		0.00	990.00-	16.7 0010
12950 VISION PLAN	894.00-	0.00	148.92		0.00	745.08-	16.7 0010
Object 1000 Total	417,257.00-	27,509.13	64,508.95		0.00	352,748.05-	15.5
21350 OTHER OFFICE SUPPLIES	2,208.00-	0.00	0.00		0.00	2,208.00-	0.0 0010
Object 2000 Total	2,208.00-	0.00	0.00		0.00	2,208.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	41,500.00-	1,326.18	1,326.18		0.00	40,173.82-	3.2 0010
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	0.00	0.00		0.00	7,500.00-	0.0 0533
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00		0.00	5,000.00-	0.0 0010
Object 4000 Total	54,000.00-	1,326.18	1,326.18		0.00	52,673.82-	2.5
DEPARTMENT: 6002 TOTAL	473,465.00-	28,835.31	65,835.13		0.00	407,629.87-	13.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2018 TO 08/31/2018

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	276,156.00-	16,110.46	32,278.21	0.00	243,877.79-	11.7 0010
11300 PART TIME SALARIES	10,319.00-	979.81	1,361.29	0.00	8,957.71-	13.2 0010
11500 SEPARATION BENEFITS	17,508.00-	1,459.00	2,918.00	0.00	14,590.00-	16.7 0010
12200 LIFE INSURANCE	1,248.00-	0.00	156.00	0.00	1,092.00-	12.5 0010
12300 MEDICAL INSURANCE	47,615.00-	0.00	5,239.90	0.00	42,375.10-	11.0 0010
12350 MEDICARE INSURANCE	4,185.00-	242.08	482.91	0.00	3,702.09-	11.5 0010
12370 PART TIME RETIREMENT	515.00-	0.00	0.00	0.00	515.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	20.51	35.77	0.00	35.77	0.00 0012
12400 DENTAL INSURANCE	2,770.00-	0.00	401.56	0.00	2,368.44-	14.5 0010
12500 WORKERS COMPENSATION	4,629.00-	385.75	771.50	0.00	3,857.50-	16.7 0010
12600 RETIREMENT	87,645.00-	5,090.90	12,427.33	0.00	75,217.67-	14.2 0012
12750 CITY 401 PLAN	1,300.00-	50.00	100.00	0.00	1,200.00-	7.7 0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	198.00	0.00	1,386.00-	12.5 0010
12950 VISION PLAN	1,068.00-	0.00	125.24	0.00	942.76-	11.7 0010
Object 1000 Total	456,542.00-	24,338.51	56,495.71	0.00	400,046.29-	12.4
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	8,000.00-	0.00	4.37-	0.00	8,004.37-	-0.1 0010
Object 2000 Total	8,000.00-	0.00	4.37-	0.00	8,004.37-	-0.1
31700 DATA PROCESSING	13,500.00-	1,106.76	1,106.76	0.00	12,393.24-	8.2 0010
38400 R&M MACHINERY AND EQUIPMENT	89,850.00-	0.00	0.00	0.00	89,850.00-	0.0 0010
Object 3000 Total	103,350.00-	1,106.76	1,106.76	0.00	102,243.24-	1.1
DEPARTMENT: 6003 TOTAL	567,892.00-	25,445.27	57,598.10	0.00	510,293.90-	10.1

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2018 TO 08/31/2018

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	213,378.00-	16,366.14	32,732.29	0.00	180,645.71-	15.3 0010
11300 PART TIME SALARIES	71,382.00-	4,707.59	10,552.70	0.00	60,829.30-	14.8 0010
11500 SEPARATION BENEFITS	27,128.00-	2,260.67	4,521.30	0.00	22,606.70-	16.7 0010
12200 LIFE INSURANCE	1,248.00-	0.00	208.00	0.00	1,040.00-	16.7 0010
12300 MEDICAL INSURANCE	54,532.00-	0.00	8,158.08	0.00	46,373.92-	15.0 0010
12350 MEDICARE INSURANCE	3,094.00-	303.76	618.93	0.00	2,475.07-	20.0 0010
12370 PART TIME RETIREMENT	3,430.00-	0.00	0.00	0.00	3,430.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	188.29	422.10	0.00	422.10	0.00 0012
12400 DENTAL INSURANCE	2,501.00-	0.00	338.36	0.00	2,162.64-	13.5 0010
12500 WORKERS COMPENSATION	5,854.00-	487.83	975.70	0.00	4,878.30-	16.7 0010
12600 RETIREMENT	67,778.00-	5,171.71	12,633.15	0.00	55,144.85-	18.6 0012
12750 CITY 401 PLAN	1,950.00-	150.00	300.00	0.00	1,650.00-	15.4 0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	264.00	0.00	1,320.00-	16.7 0010
12950 VISION PLAN	1,254.00-	0.00	185.24	0.00	1,068.76-	14.8 0010
Object 1000 Total	455,113.00-	29,635.99	71,909.85	0.00	383,203.15-	15.8
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,500.00-	62.60	62.60	0.00	3,437.40-	1.8 0010
Object 2000 Total	3,500.00-	62.60	62.60	0.00	3,437.40-	1.8
38400 R&M MACHINERY AND EQUIPMENT	6,800.00-	0.00	0.00	0.00	6,800.00-	0.0 0010
Object 3000 Total	6,800.00-	0.00	0.00	0.00	6,800.00-	0.0
DEPARTMENT: 6004 TOTAL	465,413.00-	29,698.59	71,972.45	0.00	393,440.55-	15.5

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2018 TO 08/31/2018

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	121,348.00-	5,759.07	11,518.15		0.00	109,829.85-	9.5 0010
11300 PART TIME SALARIES	24,876.00-	2,977.84	5,544.82		0.00	19,331.18-	22.3 0142
11300 PART TIME SALARIES	26,742.00-	881.00	1,709.42		0.00	25,032.58-	6.4 0163
11300 PART TIME SALARIES	3,010.00-	936.39	1,903.65		0.00	1,106.35-	63.2 0454
11500 SEPARATION BENEFITS	6,465.00-	538.75	1,077.50		0.00	5,387.50-	16.7 0010
12200 LIFE INSURANCE	624.00-	0.00	78.00		0.00	546.00-	12.5 0010
12300 MEDICAL INSURANCE	30,058.00-	0.00	3,149.90		0.00	26,908.10-	10.5 0010
12350 MEDICARE INSURANCE	1,760.00-	80.45	157.85		0.00	1,602.15-	9.0 0010
12350 MEDICARE INSURANCE	360.00-	43.18	80.40		0.00	279.60-	22.3 0142
12350 MEDICARE INSURANCE	388.00-	12.78	24.80		0.00	363.20-	6.4 0163
12350 MEDICARE INSURANCE	44.00-	13.58	27.61		0.00	16.39-	62.8 0454
12370 PART TIME RETIREMENT	995.00-	69.90	134.89		0.00	860.11-	13.6 0142
12370 PART TIME RETIREMENT	1,070.00-	35.24	68.38		0.00	1,001.62-	6.4 0163
12370 PART TIME RETIREMENT	120.00-	0.00	0.00		0.00	120.00-	0.0 0454
12400 DENTAL INSURANCE	1,670.00-	0.00	116.64		0.00	1,553.36-	7.0 0010
12500 WORKERS COMPENSATION	1,747.00-	145.58	291.20		0.00	1,455.80-	16.7 0010
12600 RETIREMENT	38,528.00-	2,115.76	5,716.88		0.00	32,811.12-	14.8 0012
12600 RETIREMENT	8,172.00-	388.73	840.04		0.00	7,331.96-	10.3 0142
12750 CITY 401 PLAN	650.00-	0.00	0.00		0.00	650.00-	0.0 0010
12900 LONG TERM DISABILITY	792.00-	0.00	99.00		0.00	693.00-	12.5 0010
12950 VISION PLAN	499.00-	0.00	70.76		0.00	428.24-	14.2 0010
Object 1000 Total	269,918.00-	13,998.25	32,609.89		0.00	237,308.11-	12.1
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	0.00		0.00	2,500.00-	0.0 0163
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	0.00		0.00	2,500.00-	0.0 0454
Object 2000 Total	5,000.00-	0.00	0.00		0.00	5,000.00-	0.0
31950 OTHER PROFESSIONAL SERVICES	1,000.00-	0.00	0.00		0.00	1,000.00-	0.0 0163
32200 POSTAGE	2,000.00-	0.00	0.00		0.00	2,000.00-	0.0 0454
33100 MILEAGE AND PARKING	237.00-	0.00	0.00		0.00	237.00-	0.0 0163
38400 R&M MACHINERY AND EQUIPMENT	5,116.00-	0.00	0.00		0.00	5,116.00-	0.0 0142
39300 DUES/MEMBERSHIPS	1,150.00-	0.00	0.00		0.00	1,150.00-	0.0 0163
Object 3000 Total	9,503.00-	0.00	0.00		0.00	9,503.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	2,000.00-	0.00	0.00		0.00	2,000.00-	0.0 0163

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2018 TO 08/31/2018

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
40000 BOOKS & SUBSCRIPTIONS	8,000.00-	0.00	0.00	0.00	8,000.00-	0.0 0445
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0142
Object 4000 Total	15,000.00-	0.00	0.00	0.00	15,000.00-	0.0
DEPARTMENT: 6005 TOTAL	299,421.00-	13,998.25	32,609.89	0.00	266,811.11-	10.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2018 TO 08/31/2018

16.7% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	198,178.00-	7,739.79	22,466.27		0.00	175,711.73-	11.3 0010
11300 PART TIME SALARIES	15,056.00-	1,837.36	4,042.47		0.00	11,013.53-	26.9 0010
11500 SEPARATION BENEFITS	13,930.00-	1,160.83	2,321.70		0.00	11,608.30-	16.7 0010
12200 LIFE INSURANCE	936.00-	0.00	130.00		0.00	806.00-	13.9 0010
12300 MEDICAL INSURANCE	22,871.00-	0.00	3,166.68		0.00	19,704.32-	13.8 0010
12350 MEDICARE INSURANCE	3,137.00-	138.87	384.39		0.00	2,752.61-	12.3 0010
12370 PART TIME RETIREMENT	752.00-	0.00	0.00		0.00	752.00-	0.0 0010
12370 PART TIME RETIREMENT	0.00	73.49	161.69		0.00	161.69	0.00 0012
12400 DENTAL INSURANCE	1,051.00-	0.00	156.76		0.00	894.24-	14.9 0010
12500 WORKERS COMPENSATION	3,406.00-	283.83	567.70		0.00	2,838.30-	16.7 0010
12600 RETIREMENT	62,905.00-	2,445.78	8,674.48		0.00	54,230.52-	13.8 0012
12750 CITY 401 PLAN	1,950.00-	100.00	250.00		0.00	1,700.00-	12.8 0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	165.00		0.00	1,023.00-	13.9 0010
12950 VISION PLAN	654.00-	0.00	90.80		0.00	563.20-	13.9 0010
Object 1000 Total	326,014.00-	13,779.95	42,577.94		0.00	283,436.06-	13.1
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	111.88	111.88		0.00	6,388.12-	1.7 0010
Object 2000 Total	6,500.00-	111.88	111.88		0.00	6,388.12-	1.7
40000 BOOKS & SUBSCRIPTIONS	30,000.00-	259.55	259.55		0.00	29,740.45-	0.9 0010
40500 LIBRARY DATABASES	700.00-	0.00	0.00		0.00	700.00-	0.0 0010
Object 4000 Total	30,700.00-	259.55	259.55		0.00	30,440.45-	0.8
DEPARTMENT: 6006 TOTAL	363,214.00-	14,151.38	42,949.37		0.00	320,264.63-	11.8
DEPT SERIES: 6000 TOTAL	2,680,992.00-	151,297.39	352,113.55		13,000.00	2,315,878.45-	13.6
REPORT TOTALS	\$2,680,992.00-	\$151,297.39	\$352,113.55		\$13,000.00	\$2,315,878.45-	13.6

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2018 TO 08/31/2018
OBJECT CATEGORY SUMMARY

16.7% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED
1000 SALARY & BENEFITS	2,244,894.00-	144,741.88	333,476.34		0.00	1,911,417.66-	14.8
2000 OPERATION EXPENDITURES	42,514.00-	837.98	833.61		0.00	41,680.39-	2.0
3000 PROFESSIONAL EXPENDITURES	293,884.00-	4,131.80	16,217.87		13,000.00	264,666.13-	9.9
4000 OTHER OVERHEAD	99,700.00-	1,585.73	1,585.73		0.00	98,114.27-	1.6
TOTALS	\$2,680,992.00-	\$151,297.39	\$352,113.55		\$13,000.00	\$2,315,878.45-	13.6

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 08/01/2018 TO 08/31/2018
FUND SUMMARY

16.7% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			ENCUMBERED	UNENCUMBERED	
			PERIOD TO DATE	YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	2,184,036.00-	117,402.89	272,792.73		13,000.00	1,898,243.27-	13.1
0012	RETIREMENT FUND	394,176.00-	28,535.86	68,986.81		0.00	325,189.19-	17.5
0142	EL CIVIC EDUCATION GRANT	44,519.00-	3,479.65	6,600.15		0.00	37,918.85-	14.8
0163	CAL LIBRARY LITERACY SVC GRAN	35,087.00-	929.02	1,802.60		0.00	33,284.40-	5.1
0445	LITERACY TRUST GRANT	8,000.00-	0.00	0.00		0.00	8,000.00-	0.0
0454	LIBRARY PASSPORT TRUST GRANT	7,674.00-	949.97	1,931.26		0.00	5,742.74-	25.2
0533	CA INITIATIVES BOOKS GRANT	7,500.00-	0.00	0.00		0.00	7,500.00-	0.0
TOTALS		\$2,680,992.00-	\$151,297.39	\$352,113.55		\$13,000.00	\$2,315,878.45-	13.6

ATTACHMENT 2
Trust and Agency Account Report
August 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: August 30, 2018

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of August 30, 2018

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 818.44
Deposits	0.00
Disbursements (E-Course: Winning Support and Influencing Communities for Library Funding: ALA)	(225.00)
Total Ending Balance	<u>\$ 593.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 13,795.97
Deposits (Water Bill Donation: 8/31/18)	495.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 14,290.57</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 63,415.07
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 63,415.07</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 10,313.31
Deposits	0.00
Disbursements (Journal Entry 6/30/17 to Replenish Library Passport Trust Grant [budgeted account] for Expenditures: Although this is listed as FY 2016/17, it did not appear in the system until this month – we will request a transfer from Passport Services Trust Account 0075 450 0075 08325 to reimburse this account)	(2,556.08)
Total Ending Balance	<u>\$ 7,757.23</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 86,056.31**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 90,757.90
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 90,757.90</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 86,601.31
Deposits	(Passport fees) 1,225.00
	(Passport fees) 1,180.00
	(Passport fees) 2,215.00
	(Passport fees) 1,335.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 92,556.31</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: \$ 269,370.52

Interest income is recorded quarterly.

Measure C Funds:	FY 1998-99	\$460,964.15
	FY 1999-00	\$475,133.42
	FY 2000-01	\$483,445.07
	FY 2001-02	\$484,517.08
	FY 2002-03	\$488,958.14
	FY 2003-04	\$489,850.34
	FY 2004-05	\$489,667.94
	FY 2005-06	\$493,814.82
	FY 2006-07	\$498,769.00
	FY 2007-08	\$545,119.77
	FY 2008-09	\$489,932.81
	FY 2009-10	\$498,584.78
	FY 2010-11	\$497,574.18
	FY 2011-12	\$501,685.47
	FY 2012-13	\$497,160.01
	FY 2013-14	\$504,245.97
	FY 2014-15	\$505,443.00 (including interest earned of \$456)
	FY 2015-16	\$505,380 (estimated)
	FY 2016-17	\$535,366 (estimated)

ATTACHMENT 3
Library Fines Report
August 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 08/01/2018 To: 08/31/2018

BEGIN DATE: 08/01/2018 END DATE: 08/31/2018 ACCOUNT: 0010701001007410

DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	08/01/2018	CR 303192	139226	78.00-
0010-701-0010-07410		FINES	08/02/2018	CR 303213	139296	59.24-
0010-701-0010-07410		FINES	08/03/2018	CR 303225	87938	39.50-
0010-701-0010-07410		FINES	08/06/2018	CR 303251	139415	24.25-
0010-701-0010-07410		FINES	08/06/2018	CR 303252	139417	24.88-
0010-701-0010-07410		FINES	08/06/2018	CR 303257	139418	12.80-
0010-701-0010-07410		FINES	08/08/2018	CR 303271	139507	107.13-
0010-701-0010-07410		FINES	08/09/2018	CR 303301	139574	33.12-
0010-701-0010-07410		FINES	08/09/2018	CR 303310	139649	7.00-
0010-701-0010-07410		FINES	08/14/2018	CR 303370	139833	64.60-
0010-701-0010-07410		FINES	08/14/2018	CR 303371	139832	23.75-
0010-701-0010-07410		FINES	08/14/2018	CR 303372	139836	65.43-
0010-701-0010-07410		FINES	08/15/2018	CR 303395	139919	87.94-
0010-701-0010-07410		FINES	08/16/2018	CR 303416	88381	64.42-
0010-701-0010-07410		FINES	08/17/2018	CR 303420	88418	55.50-
0010-701-0010-07410		FINES	08/21/2018	CR 303429	140142	59.10-
0010-701-0010-07410		FINES	08/21/2018	CR 303505	140143	10.25-
0010-701-0010-07410		FINES	08/21/2018	CR 303506	140144	111.70-
0010-701-0010-07410		FINES	08/21/2018	CR 303535	140190	51.25-
0010-701-0010-07410		FINES	08/22/2018	CR 303560	140260	37.80-
0010-701-0010-07410		FINES	08/24/2018	CR 303571	140361	61.06-
0010-701-0010-07410		FINES	08/27/2018	CR 303617	140461	63.99-
0010-701-0010-07410		FINES	08/27/2018	CR 303618	140463	26.75-
0010-701-0010-07410		FINES	08/28/2018	CR 303620	140465	22.00-
0010-701-0010-07410		FINES	08/29/2018	CR 303646	140543	69.75-
0010-701-0010-07410		FINES	08/29/2018	CR 303660	88765	59.50-
0010-701-0010-07410		FINES	08/30/2018	CR 303656	140649	13.10-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 08/01/2018 To: 08/31/2018

BEGIN DATE: 08/01/2018 END DATE: 08/31/2018 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1	REFERENCE 2	REFERENCE 3	REFERENCE 4	AMOUNT
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REPORT TOTAL \$1,333.81-

Previous balance 07/01/2018 - 07/31/2018 = \$ 1,235.88
 Month to date 08/01/2018 - 08/31/2018 = \$ 1,333.81
 Fiscal Year to Date 07/01/2018 - 08/31/2018 = \$ 2,569.69



Library Board of Trustees Staff Report

DATE: September 18, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Diana Garcia, Acting City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:



Diana Garcia
Acting City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Diana Garcia, Acting City Librarian
SUBJECT: September 2018 Report

Dear Library Board of Trustees,

August marks the beginning of a new academic year and a shift in programming and use patterns for the library. Our 2018 Summer Reading Program –which spans across Children’s, Teen and Adult Services – was a huge success this year. The library wrapped up with a final count of 1,182 participants, and audiences at SRP programs within the library totaled 8,536 individuals.

Attendant with the start of the academic year is the launch of fall programs across the divisions. Children’s Services staff prepared for the start of in-person Homework Help, school outreach and monthly school age programming, including Computer Classes and Third Thursday children’s programming. Registration for LAMP’s fall semester took place on August 6 and classes officially began August 19. Classes are nearly at full capacity and teachers are prepared for a busy semester of serving English language learners.

In August the library also worked on recruitment for a full-time Literacy Coordinator and a full-time Library Technician, as well as a part-time Library Page; and submitted a requisition for a part-time Library Clerk for Adult Services. Filling empty positions is a priority right now for Administration since a complete team is necessary to continue to provide excellent customer service, and demand for library services and programs remains as strong as ever.

In exciting news this month Evena Shu, Technical Services Senior Librarian, and Cindy Costales, Reference Senior Librarian, successfully applied for a California State Library Initiative grant for in the amount of \$7,500. This award provides funding for updating and expanding book collections in areas such as Immigrants, Refugees, and Diversity; Mental Health, Workforce Development, Life Over 50; and STEM (Science, Technology, Engineering, Math), Maker Spaces, Virtual Reality and Coding. This grant supplements the library’s materials budget and allows us to refresh our collections and better serve the community.

Respectfully,

Diana Garcia
Acting City Librarian

EMPLOYEE OF THE MONTH

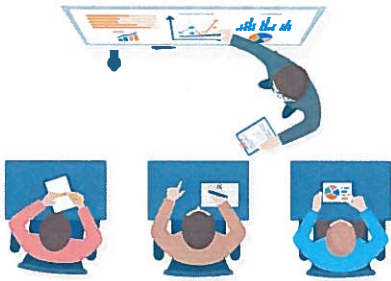


The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Library Clerk (LAMP) Christiana Chavez** has been selected as the Employee of the Month for September 2018.

Technical Services Senior Librarian Evena Shu nominated Christi, stating:

"Christi is well deserved to be nominated for the Employee of the Month. Christi played an indispensable role in setting up two robotics series for the Teen Summer Reading Program. She filled in the second series coding the robotics with last minute notice. She also helped to plan and set up the robotics competition on July 11. Christi was creative and enthusiastic. Big thanks to Christi! Kids had a great time with the robotics programs."

Congratulations Christi!



Training/Workshops/Classes

On August 28 **Circulation Services Supervisor Julie Villanueva** and **Technical Services Senior Librarian Evena Shu** attended the first of many mandatory Agreement Processing training sessions with other City staff. These trainings are to review common pitfalls and issues that arise during the processing of agreements with the goal of being able to pass on in-depth knowledge for a better contract/agreement process understanding for the department. Other library management staff who will be attending these training sessions include **Administrative Secretary Gwen Kishida, Acting City Librarian Diana Garcia, Acting Literacy Administrator Jose Garcia** and **Adult Reference Senior Librarian Cindy Costales**.



Outreach/Meetings/Conferences

On August 22, **Evena Shu, Technical Services Senior Librarian**, attended the City Website Project Kickoff online meeting. The meeting covered the workflow of the website. Team members were to form ideas as to which website designs might be a good fit for the City. It was suggested to submit logo and photos for the new design.

On August 30, Evena attended the SCLC Technology Interest Group meeting at the Glendale Library. The meeting covered digital signage including Raspberry Pi digital signage, Chromebook signage, MVIX and other proprietary signage systems used in Santa Monica Public Library. Los Angeles County Libraries used Gardner Consulting to do an IT Analysis report. The report looked at security, infrastructure and identified the gap for IT infrastructure and customer engagement. The report was a useful tool to target, procure and market their services to the public.



Staffing

Recruitment is open for the full-time Adult Literacy Coordinator position (formerly the Literacy Program Administrator position). Applications will be accepted until September 21.

The full-time Library Technician position in Technical Services remains vacant. Recruitment produced 100 applicants but these must be screened to determine which applicants are actually qualified to handle the position.

There were 50 people who applied for the vacant part-time Library Page position in Technical Services. 30 people showed up to take the Page Test. The top scorers will be invited to interviews with Technical Services Senior Librarian Evena Shu and Circulation Services Supervisor Julie Villanueva.



Polka dots, mini dots and Swiss dots were the couture of choice when, in a fun and festive show of solidarity, some library staff wore dotted attire on August 7. Staff will plan more of these playful, morale-boosting, team-building efforts for the future.

ADMINISTRATION



The **Monterey Park Library Foundation** has scheduled its main fundraising event, **the annual Gala, on September 13, 2019**, but despite the event being more than a year away, Foundation members are hard at work finalizing the location and details. The annual Gala will be held at Almansor Court in Alhambra. The Foundation will be able to maintain the ticket price of \$65 instead of having to raise the price (Luminarias Restaurant, the venue for the last two Galas, would have been considerably more expensive and the cost would have meant increasing the price of tickets or not earning as much revenue to support the library).

The Foundation will also be involved in other major campaigns and events:

Movie in the Park/Halloween Carnival
Holiday Wish List
High Tea at the Library

Friday, October 26
November and December 2018
Saturday, April 6, 2019

Regarding the High Tea at the Library, **Administrative Secretary Gwen Kishida** suggested a theme of Alice in Wonderland/Mad Hatter's Tea Party – in part to drive publicity and décor and in part to connect the event with a literary aspect. The suggestion was well-received so future efforts will be based around this theme.



The Foundation is also mounting a campaign to encourage library supporters to utilize AmazonSmile to donate to the library. It is a simple, automatic way to support the Monterey Park Bruggemeyer Library by

donating to the Monterey Park Library Foundation by starting shopping at smile.amazon.com. Log in using your regular account, shop as you normally would on the site and, at no cost to you, Amazon donates 0.5% of the purchase price from your eligible AmazonSmile purchases to the Monterey Park Library Foundation!

The Friends of the Library continued to support the library by providing funding for library programs including refreshments and activities for the community to enjoy. **The Friends Bookstore earned \$723.15 in August 2018.**

The Friends worked on a new newsletter to be distributed in September. Content includes a message from Friends President Nancy Ishino-Gilmore and information about becoming a

member, donating via the Ralphs Community Participation Program and a list of contributions made to the library from funds raised by the Friends.

The Friends continues to recruit new members. Dues are \$5 for a single person, \$10 for a family, \$3 for seniors, \$25 for patron, \$50 for sustaining, and \$100 for benefactor. The application form also allows one to volunteer to help with Friends' activities.

Administration Staffing

City Librarian Norma Arvizu continued to be on Family and Medical Leave Act (FMLA) medical leave through August with no date currently set for her return. In her absence, Children's Senior Librarian Diana Garcia has been serving as Acting City Librarian.

Administrative Secretary Gwen Kishida wrote an article for the Cascades newspaper and posting on the City website about donating to the library through the Library Foundation and AmazonSmile. Gwen also compiled and designed the latest newsletter for the Friends of the Library as well as creating a new sale poster for the Friends Bookstore.

2018 – 2019 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. To establish, identify, nurture and deliver services that exceed quality customer needs by utilizing responses to a customer survey.	In progress. The management team will further discuss avenues to learn how to deliver exemplary customer service.
2. To create a personal online librarian chat center that provides layered access to library information and services.	In progress. Staff are researching options for an online assistance center.
3. To facilitate a Library Board review of a new strategic plan and its alignment with the library's Vision, Mission and Core Values by formalizing revisions and refinements throughout the year.	In progress. As the current Strategic Plan runs through 2018, the library's management team has begun discussions on updating and revising elements of the existing plan and developing new goals and recommendations for a new strategic plan.
4. To encourage staff to explore resources and services that can help them enhance their own job performance and results.	Ongoing. Supervisors/Managers are promoting workshops, classes and networking meetings so staff can improve their performance for the benefit of the community and themselves.

ADULT / REFERENCE SERVICES



Monterey Park Bruggemeier Library

Author Program

Nancy Wang Yuen, associate professor of sociology, Biola University, will talk about her new book, *Reel Inequality: Hollywood Actors and Racism*.
Audience: Adults

The author's book will be available for purchase with book signing following the presentation.

Sunday, August 19 Friends Room, 2 pm

Program co-sponsored by the C.A.C.A. - GSGV Lodge

Author Talk Program with Nancy Yuen


Reel Inequality: Hollywood Actors & Racism

Nancy Wang Yuen, author and associate professor of sociology at Biola University, presented a compelling talk on her new book, *Reel Inequality: Hollywood Actors & Racism* on Sunday, on August 19 at 2 pm in the Friends Room. Through a power point presentation, the author shared current statistics and interviews with working actors and actresses to outline comprehensive examples of racism in Hollywood. An audience of 40 engaged in a dynamic Q/A after the presentation. The program was sponsored by C.A.C.A. – GSGV Lodge.

Monterey Park Bruggemeier Library

Classic Film Program

Sunday, August 26
1:30 pm - Friends Room



Learn more about the film with guest speaker: Theo Siegel's introduction before the film screening.

Audience: Teens & Adults

Classic Film Program: *To Kill a Mockingbird*

The film based on Harper's Lee's widely read Pulitzer Prize award winning book *To Kill a Mockingbird* was screened on Sunday, August 26 at 1:30 pm in the Friends Room to an audience of 30 people. Guest speaker Theo Siegel introduced the film and engaged the audience in a discussion following the film screening.

Monterey Park Bruggemeier Library

LACMA

Egyptian Art Workshop

Sunday, August 12
2 pm Friends Room



Ancient Egyptian Sarcophagus

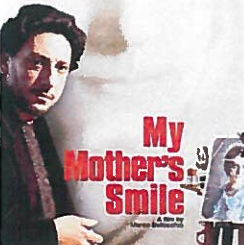
In this art workshop you will learn about the ancient Egyptian myths & funerary practice with a craft activity.

Audience: Adults & Teens

LACMA Egyptian Art Workshop

The Los Angeles County Museum of Art (LACMA) presented an Egyptian art workshop on Sunday, August 12 at 2 pm in the Friends Room to an audience of 12 people. Participants learned about ancient Egyptian history, myths, and funerary practices. They also participated in a craft activity and were encouraged to visit the LACMA Egyptian art exhibit currently on loan to the Vincent Price Museum in Monterey Park.

"EXTRAORDINARILY EXHILARATING!"
Perfect to share about ancestry, religion, politics, greed, madness and death.



My Mother's Smile

Monthly Film Program

The Italian drama, *"My Mother's Smile,"* was screened at 2 pm in the Friends Room on August 15 to an audience of 28 adults. The award-winning film tells the story of a celebrated artist who learns his deceased mother could become a saint and must confront the decision if his family should allow this to happen.



Computer Classes

August computer classes included Beginning Computer in Spanish, Open Lab, and Intermediate Word. A total of 115 adult students attended computer classes in August.



Mandarin Classes

Mandarin classes were presented by the Sun Yat Sen Chinese Institute with instruction on Sundays and Thursdays in August. A total of 45 adults attended classes.



Adult Summer Reading Program

"Reading Takes You Everywhere" was the 2018 adult summer reading program theme presented June 10-August 26, sponsored by the Friends of the Library. Adults received a book bag at sign up.

Program statistics included:

- 105 adults enrolled in the program
- Adults read 363 books in the program
- 18 summer programs were offered June-August 2018
- 402 people attended the summer programs
- 10 adults received \$25 gift card prizes



Free Legal Assistance Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, August 14 from 6-8 pm in the Friends Room with 25 people participating in the clinic including volunteer attorneys and assistants.



Chromebooks

63 Chromebooks were checked out in August.

August Circulation Statistics

Adult	Young Adult	Monthly Total
3,139	744	3,883

YA Services



Mid Week Movie

Steven Spielberg's film, *Ready Player One*, based on the Ernest Cline's bestseller of the same name, was screened on Wednesday, August 1 at 3 pm in the Friends Room. The audience of 38 teens and adults enjoyed the film set in 2045 where people use an expansive virtual reality universe game, OASIS, created by the eccentric James Halliday to escape from the real world on the brink of chaos and collapse.



Anime Club

The animated film *Isle of Dogs* was screened on Wednesday, August 22 at 3 pm in the Friends to an audience of 21 people. The stop-motion animation of both dogs and humans was a complicated and ambitious filmmaking process using 1,000 puppets: 500 dogs and 500 humans. For each individual character, a range of puppets was made in five different scales and each hero puppet took about 16 weeks to build. Every crowd puppet was hand-made as well, using multiple camera passes.



Ice Cream Social

The annual Ice Cream Social was this year's final teen summer reading program on August 8 at 3 pm at Barnes Park. The program offers the opportunity to recognize and thank all of the teens who continued to read throughout the summer. Everyone ate ice cream and patiently waited for their names to be called. Summer reading prize winners were also announced to the audience of 46. Summer Reading Programs are sponsored by the Friends of the Monterey Park Library.

Junior Friends Meeting

The Junior Friends met on August 13 and 27 with a total attendance of 28 teens. Agenda topics included discussions on the recruitment of more members and recruiting members from different schools. In the month of August the Junior Friends volunteered 159 hours.

Game Day

The fifth Wednesday of the month is traditionally Game Day where teens meet in the Friends Room at 3 pm and play old fashioned board and card games. The August 29 program had 33 teens in attendance. Several of the teens asked if the library could have Game Day every week.

2018 - 2019 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Explore new ways of engaging adults with reading and programs with the summer reading program theme, *Reading Takes You Everywhere*.
2. Develop new teen programming featuring author talks, book talks, and other creative programming to promote reading and technology with teens.
3. Promote professional growth as a team through the sharing of staff development training information at monthly Reference staff meetings.

PROGRESS

In progress. The library utilized a travel theme for teaching internet searching skills and Microsoft Word with adult students in the Wednesday morning computer classes in July. The travel theme was presented in conjunction with the summer library program, *Reading Takes You Everywhere*. Adults in the class were introduced to the summer library program and those that signed up received a reading bag.

Ongoing. Staff began planning for Teen Read Week.

Ongoing. Senior Librarian Cindy Costales introduced the idea of staff participating in the sharing of professional development resources at monthly meetings. Teen Librarian Darren Braden volunteered to share information on a training at the next scheduled meeting.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 494 order records in August and updated 2,209 records.

ILL (Inter Library Loans): In August the Library lent three books to other libraries and did not borrow any books.

Mending and processing: 248 items were in repair status. In August staff cleaned three CD/DVDs.

Overdrive: There were 224 overall circulations including 145 eBook circulations and 79 audio book circulation.

Weeding: 314 items were weeded from the collection.



Grant

Evena Shu, Technical Services Senior Librarian, and Cindy Costales, Reference Senior Librarian, successfully applied for the California State Library Initiative grant for \$7,500. The award will provide funding for updating and expanding book collections in the following areas:

- Immigrants, Refugees, and Diversity
- Mental Health, all topic areas/ages
- Workforce Development
- Life Over 50 (any topic areas that meet needs of patrons aged 50 and over)
- STEM (Science, Technology, Engineering, Math), especially for middle school, Maker Spaces, Virtual Reality, Coding

Technical Services Staffing

Jose Mendez, part-time Circulation Library Page, worked six hours per week to fill in because of the vacant Technical Services Library Page position.

On August 28, thirty people took the Page Test for the Technical Services part-time Library Page position. Robert Liao, Technical Services Clerk, proctored the test. Eleven were invited to the interview for the position.

The deadline for applying for the vacant full-time Technical Services Library Technician position was August 30. There were over 100 applicants but these will have to be screened to determine which are actually qualified for the position.

2018 – 2019 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Add 20 laptops to provide mobile and versatile alternatives to support the increased computer usage in the library.	Completed. The library purchased 20 Dell laptops. Staff have configured the laptops and installed Microsoft Office 2013. The laptops were used for the Arduino classes for the Teen Summer Reading Program.
2. Implement wireless printing to meet the increasing demand of the public for wireless printing and maximize the use the high speed internet.	In progress. Staff have ordered the wireless printing software.
3. Plan and support robotics coding program to build 21 st Century skills for tweens and teens and report the outcome for the grant.	In progress. Staff implemented three robotics series in June and July for the Teen Summer Reading program.

CIRCULATION SERVICES



On August 1, the increase in fees implemented by the City went into effect at the library. Most of the increases were a matter of cents but unfortunately the increase includes pennies instead of rounding up. It is taking both patrons and Circulation staff some time to get used to these new amounts.



August was also when the library began closing on Fridays. Signs alerting the public to the change have been prominently displayed for more than a month. Most patrons understand that the closure is just one day of the week – the library is still open on the weekend. Again, patrons and staff (who have to cope with the change to their work/personal schedules) are still adjusting to the schedule change.



On Monday, August 6, LAMP class registration opened. Although Circulation had been signing up many students prior to actual registration, on that Monday alone staff registered 32 new cardholders.

2018 – 2019 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Monitor and allocate as necessary Circulation library pages to ensure shelving of returned materials is accomplished expeditiously.
2. Continue to promote usage of the library's self-checkout technology to facilitate efficient customer service.

PROGRESS

Ongoing. With the reduction in part-time Library Page hours, it has become necessary to monitor the quantity of returned materials to re-shelve and evaluate the allocation of staff to necessary tasks to maintain efficient shelving. Library Clerks working at the Circulation Desk have begun placing books in order on carts to assist the Library Pages in a more efficient use of their time.

Ongoing. Using the new self-checkout technology of a mobile app in addition to the self-checkout machine, a reduction in wait time in line for checkout or renewal can be achieved by patrons with staff encouragement and support.

LAMP LITERACY / CITIZENSHIP



It is back to school in the LAMP office this month. ESL Registration Day was August 6. It was a smaller turnout than previous years but throughout the month there continued to be a steady flow of registrations. The Fall semester officially began on August 19.

ESL & Citizenship Classes

Two of LAMP's ESL teachers did not return to teach this semester. Fortunately, Library Clerk Christiana Chavez agreed to teach one of the classes. Christiana previously taught the same level of ESL for the LAMP program a few years back so she is familiar with the process. LAMP is still actively recruiting other instructors to add additional classes.

This month, one of the Citizenship instructors also informed the LAMP office that she would not be able to continue to teach due to health reasons. One of the Citizenship Coaches that would often assist this instructor has been kind enough to substitute until a replacement instructor is found.

Passports

The demand for passports remained steady in August. Staff processed a total of 114 applications and took 57 photos. This was almost identical to last month's totals of 118 applications and 51 photos. Peak season has ended so processing time for routine service has returned to four to six weeks. The Acuity online appointment system has been quite useful as 38 people made an appointment for passports through this medium this month.



New Citizens: August

Hui Ji

Yongling He

LAMP Statistics for August 2018

Programs	80	
Program Attendance	844	
Students Served this month	271	
Student hours	1442	
Total Students	YTD 321	Projected 1,000
Total Hours	YTD 2030	Projected 25,000
Items Circulated	23	
Passports	118	YTD 118
Passport Revenue	\$4,895	YTD \$4,895

ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00 p.m.	Anabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	12:00 – 1:00 p.m.	Betty Li
ESL Beginning Literacy	Thursdays	10:00 a.m. – 12:00 p.m.	Christiana Chavez
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

LAMP Staffing

Staff began assessing the new online Tutor Training program by ProLiteracy. The program can be completed online by prospective tutors, or it can be used for in-person trainings as well. This will be a very useful tool to help recruit more volunteer tutors. Those that cannot make it to an in-person training will be given the option to take the online training and can begin tutoring upon completion.

Staff also began making preparations for Adult Literacy Awareness Month in September. The LAMP Program will be making an effort to recruit many new volunteers throughout the month, focusing on patrons that already visit the library. **Jose Garcia, Acting Literacy Administrator**, created posters that will be placed throughout the library to raise awareness about the effects of illiteracy. There will be a tutor training scheduled for September 22.

2018 – 2019 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Enhance Library ESL and Citizenship webpage to include online resources and databases for students and tutors.	In progress. Staff have begun researching content to add to the website.
2. Expand professional development opportunities for volunteer ESL instructors and tutors to increase effectiveness of teaching methods and lesson planning.	In progress. Staff is researching online training tools to share with ESL instructors and tutors.

3. Boost passport application intake by increasing service hours and designating a specific time-frame for walk-in services.

LAMP staff will reassess this objective due to the closure of Fridays.

CHILDREN'S SERVICES

Children's staff presented **12 in-library programs and storytimes** to **1,312 parents and children** during the month of August.

Staff also hosted **three field trips** to the library which served a total of **146 teachers, parents and children**, bringing **total programming attendance to 1,458** for the month. Staff answered **661 reference questions** in person and over the phone.

Because Children's staff took vacation leave in August, storytimes were cancelled during the last two weeks of the month, resulting in the decrease in program attendance. Many libraries traditionally take an end-of-summer programming break, although this was the first time this library has done so. Even though storytimes were not held, patrons have been encouraged to continue visiting the library to spend time with friends and use other resources.

Children's staff began book class visits and outreach to schools this month and is currently fully booked during the months of September and October.

Type	QTY	QTY		% Change vs.	
Month	August 2018	July 2018	August 2017	July 2018	August 2017
Program Attendance	1312	2897	1857	-55%	-30%
Outreach Attendance	146	184	27	-20%	+441%
Reference Questions	661	470	734	+41%	-10%

Programming

The library's 2018 Summer Reading Program officially ended on August 12, although families were given the opportunity to turn in logs and collect prizes through the end of the month. This year 999 children signed up and read a collective total of 12,656 hours.

Community Partnerships

The Moms Club of Monterey Park and Alhambra held their first meeting of the academic year on August 8 in the library's Friends Room. Children's staff is currently working together with the President of the Moms Club to arrange a Preschool Fair for families in February 2019.

Class Visits, Outreach and Field Trips

In July Children's staff hosted three field trips to the library by SPARK, serving a total of **146 children and teachers**.

1,000 Books Before Kindergarten

Children read **3,600 books** in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Fifteen new children signed up for the program this month and 34 children read at least 100 books.

In all, families have read 136,400 books since the inception of the program in 2014.

Literacy Extension Corner

Library Clerks Anita Phan and Joyce Hsiao created weekly "Who Done It" mysteries featuring classic children's book characters for children to solve during the month of August. **186 patrons participated in the Literacy Extension during this month.**

Collection

In mid-August Children's Services added a new Workbooks section to its non-fiction offerings. These books cover a range of subjects from math and science to language arts and social studies for preschool through 6th grade students and were added to fill a need for supplementary educational materials expressed by patrons. Staff is currently promoting the collection and expects materials to be popular.

Circulation Statistics

In August 75.2% of the library's total circulated items were Children's materials. A total of 11,885 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
LOCATION	August 18	
	% of TOTAL CIRC	QTY
Children's Board	6.7%	1055
Children's Books on CD	0.0%	6
Children's CD	0.4%	60
CDVD	0.9%	143

CDVDF	0.2%	27
Children's Easy Fiction	9.6%	1513
Children's Easy Non-Fiction	4.5%	718
Children's Fiction	28.0%	4426
Children's Graphic Novels	5.5%	865
Children's International	2.6%	409
Children's Non-Fiction	5.1%	802
Children's Paperbacks	10.9%	1720
Children's Periodical	0.1%	11
Children's Recordings	0.5%	83
Children's Audio Books	0.0%	4
Children's Workbooks	0.1%	17
Chinese Learning Collection	0.1%	9
Children's Starlings	0.0%	6
Tumblebooks		11
Total	75.2%	11,885

2018 - 2019 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES

PROGRESS

1. Add circulating Starling devices - a new consumer technology which helps caregivers track how much they communicate with their children - to encourage effective early literacy practices in Monterey Park.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.

Completed. Children's Staff, working together with Technical Services and Circulation, has added Starling devices to the collection. Staff members are currently promoting the devices, training parents on their use, and circulating the devices.

Ongoing. In August Children's staff hosted field trips to the library by SPARK, serving a total of 146 children, teachers and caregivers. Senior Librarian Diana Garcia met with Garvey School District staff to discuss deepening outreach and partnerships with the District. Staff also began setting up outreach for the 2018-19 academic year.

3. Hold a preschool fair at for parents and caregivers to learn about the early education options available and to enroll their children.

In progress. Staff is currently reaching out to preschool administrators and staff to discuss the program and secure participation. This program is being organized in partnership with the Moms Club of Monterey Park and staff met with President Dee Bonilla this month to discuss plans. The program is tentatively set for Sunday, February 10, 2019.

[illegible][illegible]

[illegible]

[illegible]

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MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

August 2018

Submitted by Evena Shu, Technical Services Senior Librarian

August 1st, 2018	Cumulated Total	Cumulated Deleted	Added August 2018	Deleted August 2018	Gain/Loss August 2018	Changes August 2018
Items records	149,352	246,336	710	622	88	
Bib records	132,435	189,750	824	378	446	
Authority records	109,504	78,341	1	3	-2	2,209
Order records	17,892	68,088	494	0	494	
July 1st, 2018	Cumulated Total	Cumulated Deleted	Added July 2018	Deleted July 2018	Gain/Loss July 2018	Changes July 2018
Item records	149,264	245,714	535	314	221	
Bib records	131,989	189,372	522	208	314	1,845
Authority records	109,506	78,338	127	152	-25	
Order records	17,398	68,088	122	0	122	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		26,906	
HOURS OPEN			180
CHECK-OUT AND RENEWAL	15,797		
CHECK-IN	12,876		
PATRON REQUESTED HOLDS	75		
FILLED HOLDS	36		
Monterey Park	28		
Alhambra	1		
Los Angeles County	5		
Rosemead 3			
Orange County)	1		
Santa Fe Springs	1		
Total	36		
MEESCAN Total number of sessions	4		
USAGE Items checked out	31		

SELF-CHECKOUT MACHINE USAGE –Machine out of order 2 weeks in August

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	64	6	
MON	65	5	
TUE	63	2	
WED	42	10	
THU	59	6	
FRI	0	0	
SAT	18	8	
TOTAL	311	37	348 Patrons
July 2018 total	413	61	474

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	6	237	2	
MON	3	254	0	
TUE	10	202	2	
WED	3	153	2	
THU	10	148	8	
FRI	0	0	0	
SAT	1	64	2	
TOTAL	33	1,058	16	1,107 items
July 2018 total	22	1,460	11	1,493

LAMP MONTHLY STATISTICAL REPORT

August 2018

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2018 - 2019	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	4	0	0	0	4	44	4	44	10	1200
CITIZENSHIP	7	58	0	0	7	40	7	98	40	1000
BASIC	14	55	1	0	15	51	15	106	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	4	40	0	4	0	0	4	40	10	900
TOTAL	29	153	1	4	26	135	30	288	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2018 - 2019	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	0	0	157	8	149	876	157	876	650	19000
CITIZENSHIP	90	383	25	11	104	515	131	898	500	7500
BASIC (1-to-1)	16	55	2	0	18	51	18	106	50	1000
DIST. LEARNING	0	0	0	0	0	0	0	0	120	
FFL - Adults	0	0	0	0	0	0	0	0	50	50
FFL - Children	0	0	0	0	0	0	0	0	50	50
ELLI	15	150	0	15	0	0	15	150	80	1400
TOTAL	121	588	184	34	271	1442	321	2030	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2018-2019
Workshops Held	0	0	0	10
# of Tutors Trained	0	0	0	75

D. STUDENTS WAITING	
ESL & citizenship classes	12
One-to-one	49
Referred to other institutions	3

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	8

US CITIZENS	New	YTD
Passed	2	5

Passports	New	YTD
Executed	114	232

Reference Qs	New	YTD
ESL	235	335
Citizenship	136	305
Passports	294	609